

## **Emergency Support Function #7 Resource Support**

### **Table of Contents**

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#### **I. Introduction**

- A. Purpose
- B. Scope

#### **II. Policies**

#### **III. Situation and Assumptions**

- A. Situation
- B. Planning Assumptions

#### **IV. Concept of Operations**

- A. General
- B. Notification Procedures
- C. Actions
- D. Communications
- E. Demobilization

#### **V. Organization and Assignment of Responsibilities**

- A. Organization
- B. Assignment of Responsibilities
- C. Emergency Support Function Continuity

#### **VI. Information Collection and Dissemination**

#### **VII. Administration, Finance, Logistics**

#### **VIII. Authorities and References**

#### **IX. Attachments**

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**Emergency Support Function #7  
Resource Support**

**Approval and Implementation**

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This document was developed by Emergency Support Function #7 in accordance with national, state, and local regulations regarding the implementation of this Emergency Support Function. This document follows the National Incident Management System and meets the coordination objectives of local emergency response organizations. By signature, the entities below accept this document as standard practice for prevention, mitigation, preparedness, response, and recovery during emergency operations.

Jack Kelly, Business Administrator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Michael E. Greene, Esq., Assistant Business Administrator / ESF #7 Coordinator

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Record of Changes

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Changes listed below have been made to the City of Newark, New Jersey Emergency Support Function #7 since its promulgation.

#	Date	Section	Summary of Change	By (Name/Title/Organization)
1.	12/9/16	Pg.3	Personal Change-	Juba Dowdell-OEM Deputy Coordinator
2.	12/9/16	Pg. 7,19, 21-22,24,27	Personal/Agency Change-Police, Fire, OEM, Public Safety Director, Essex County Sheriff's Office	Juba Dowdell-OEM Deputy Coordinator
3.	12/9/16	Pg.18	Communication Capabilities change	Juba Dowdell-OEM Deputy Coordinator

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**Emergency Support Function #7  
Resource Support**

<b>Primary Agency</b>	City of Newark Department of Administration, Office of Business Administrator 920 Broad Street, Room 205 Newark, New Jersey 07102 Phone: (973) 733-3398
<b>Coordinator</b>	Michael E. Greene, Esq., Assistant Business Administrator City of Newark Department of Administration, Office of Business Administrator 920 Broad Street, Room 210 Newark, New Jersey 07102 Phone: (973) 733-6666 Email: greenem@ci.newark.nj.us
<b>Alternate Coordinator</b>	Jerome Wakefield, Supervising Procurement Specialist City of Newark Department of Administration 828 Broad Street Newark, New Jersey 07102 Phone: (973) 733-5461 Email: wakefieldJ@ci.newark.nj.us
<b>Support Agencies</b>	City of Newark Office of Emergency Management & Homeland Security Division City of Newark Department of Health & Community Wellness City of Newark Department of Engineering City of Newark Fire Division City of Newark Police Division City of Newark Board of Education

The Emergency Support Function #7 Coordinator maintains contact information for all Support Agencies.

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## **I. Introduction**

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### **A. Purpose**

The purpose of Support Function #7, Resource Support (ESF #7), is to coordinate all available, standby, and mobilized resources in support of emergency response activities within the City of Newark.

Operations executed by ESF #7 include, but are not necessarily limited to, the following:

- € Ensure proper resources are allocated by establishing the structure and procedures needed to plan for and rapidly provide support requested by agencies operating under the *City of Newark EOP*
- € Coordinate and control resource allocations based on identified needs forecasts and situation and damage assessments
- € Advise and support City of Newark agencies on emergency-related procurements so they are exercised in a legally-compliant manner

### **B. Scope**

This ESF coordinates operations by the City of Newark related to resource support before, during, and after an emergency. This ESF is an integral component of the *City of Newark Emergency Operations Plan* (EOP) and, as such, is intended to be implemented within the policy and operational framework of the EOP. Operations of ESF #7 are therefore intended to be fully integrated with other activated City of Newark ESFs.

During an emergency that extends beyond the City of Newark jurisdictional boundaries, it could be necessary for ESF #7 to conduct operations in an autonomous manner, working with ESF #7 Committees at the municipal, county, state, and federal levels to: identify needs and problem areas related to resource support; formulate mission assignments addressing those needs or problems; and implement mission assignments. ESF #7 could also work directly with ESF #7 Committees of neighboring jurisdictions within the New Jersey Urban Area Security Initiative (UASI) Region, the New York-New Jersey-Connecticut-Pennsylvania Area Regional Catastrophic Preparedness Grant Program (RCPGP), or within the framework of other memoranda of understanding (MOU), memoranda of agreement (MOA), or charter agreements in the event of large-scale or catastrophic emergencies.

## **II. Policies**

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The policies that govern the operations of this ESF, as well as the prioritization of mission assignments and resource allocation whenever necessary, are the following, in order of priority:

- € Conduct or assist in operations necessary to reduce the imminent threat of danger, or support other operations directly intended to prevent or minimize injury or illness to the impacted population
- € Support emergency response operations being conducted by other City of Newark ESFs, or by neighboring jurisdictions, when necessary
- € Gather situational awareness information in support of emergency response operations
- € Support recovery operations being conducted by the City of Newark
- € Support emergency preparedness activities being conducted by the City of Newark

### **III. Situation and Assumptions**

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#### **A. Situation**

The activation of this ESF is predicated by an emergency of such severity and magnitude that it requires the resources and capabilities of ESF #7. Identification of the various hazards the City of Newark faces and the likely consequences for emergency operations can be found in the Hazard Assessment, Appendix BPA-1 of the EOP Base Plan.

For example, Appendix BPA-1 indicates that there are several emergency situations that could require additional resources than those immediately available to the City of Newark. These emergency situations include large-scale natural events such as earthquakes and hurricanes, as well as intentional acts and biological hazards.

Three values, i.e., relative risk, consequence category, and level of ESF involvement are shown in the following excerpt from Appendix BPA-1. These three values, taken in combination, provide a means of identifying hazards which may be of greatest concern. For example, a hazard with high consequences and a high level of ESF involvement is most likely to overwhelm local resources. If the relative risk for such a hazard is also high, then it ought to be a priority for planning purposes.

The relative risk is a function of probability, impacts, and advance warning. Details of how these values were developed are indicated in BPA-1.

The consequences of each hazard were categorized as follows:

1. Most severe impacts to property and infrastructure, i.e., services are disrupted and/or structures are damaged, but there are little or no injuries or casualties; a major power outage is an example of this type of catastrophic event.
2. Most severe impacts to people. Low impacts to property and infrastructure, i.e., people and/or animals are affected, but there is little impact on structures or infrastructure; for example, an epidemic affecting a large proportion of the population
3. High impacts to people, property, and infrastructure, people, animals, structures and infrastructure are potentially impacted; widespread flooding over the NJ UASI Region is a relevant example

In addition to this categorization, each hazard was assigned a value regarding the anticipated level of involvement for each ESF. These are as follows:

1. ESF will have limited or no involvement
2. ESF will be main and/or sole focus of response and recovery efforts
3. Coordinated effort will be required between multiple ESFs



**B. Planning Assumptions**

Implementation of this ESF is based on the following general planning assumptions:

- £ ESF #7 is intended to be fully consistent with the Essex County ESF #7, New Jersey ESF #7, and ESF #7 of the Department of Homeland Security National Response Framework, to facilitate efficient coordination of operations, sharing of resources, and timely completion of mission assignments



## **IV. Concept of Operations**

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### **A. General**

This ESF is responsible for meeting the resource support-related needs of the City of Newark emergency response operations to ensure that all local resources, public and private, are rapidly and effectively utilized to support response and recovery efforts. This ESF is activated upon the request of the City of Newark Emergency Operations Center (CNEOC) or Incident Commander (IC), and functions under the supervision and coordination of the City of Newark Office of Business Administrator and the designated ESF #7 Coordinator. The designated support agencies provide assistance and resources to the City of Newark Office of Business Administrator upon request.

The ESF #7 Coordinator shall implement mission assignments based on requests from other City of Newark ESFs, field Command Staff, and designated Operations and Logistics Section Liaisons of the Incident Command System (ICS) in the CNEOC funneled through the CNEOC Manager, in accordance with the incident action plan approved by the IC and Policy Group.

In addition to coordination with ESF #7 designated support agencies, ESF #7 shall interact regularly with other ESFs within the City of Newark. Although interactions with other ESFs shall be scenario based, ESF #7 is most likely to have regular interactions with ESF #5: Emergency Management regarding resource requests relayed from the other ESFs.

City of Newark resources available to implement mission assignments of ESF #7 are identified and catalogued in the New Jersey Resource Directory Database (RDDDB). See Appendix 7.1, Resource Directory Database (RDDDB). The primary and support agencies shall access the RDDDB through the My New Jersey portal site.

MOUs, MOAs, and mutual aid agreements (MAAs) with other jurisdictions are also included as an attachment. See Appendix 7.2, Mutual Aid Agreements.

### **B. Notification and Mobilization**

The IC shall be responsible for notifying the City of Newark Office of Business Administrator of the need to activate ESF #7, and informing the City of Newark Office of Business Administrator on a timeline for activation. The City of Newark Office of Business Administrator shall notify their agency staff assigned to the ESF including the ESF #7 Coordinator and request their deployment to the CNEOC and other pre-designated locations. See Appendix 7.3, Recall / Duty Roster and Appendix 7.4, Pre-Designated Locations, Meeting Points, and Points of Distribution. In addition, the ESF #7 Coordinator shall notify the support agencies of the ESF activation and, as required by the emergency, request mobilization and deployment of personnel and/or resources to pre-assigned locations, or to remain on standby for mobilization and deployment.

Mobilization of personnel by the City of Newark Office of Business Administrator shall include, at a minimum, assignment of at least one individual to the CNEOC to staff the ESF #7 position. Depending on the level of activation of the CNEOC and the size of the emergency response operation, this individual could also serve as the representative for other ESFs for which the department is a primary or supporting agency.

Detailed emergency response and CNEOC notification and mobilization procedures can be found in Section II.C.3, Notifications of the EOP Base Plan.

Private resource providers shall be contacted and advised of the activation of ESF #7 by the ESF #7 Coordinator and requested to mobilize or remain on standby, as required by the emergency.

## C. Actions

This section describes the emergency management actions that could be required of ESF #7 to prevent, mitigate against, prepare for, respond to, and recover from the loss of life or property during emergencies.

### 1. Prevention

The following general prevention actions shall be taken in anticipation of the activation of ESF #7:

- € Work with ESF #13 and other intelligence agencies to evaluate and determine the need for heightened inspections, improved surveillance, and security operations

### 2. Mitigation

The City of Newark identifies opportunities for, and undertakes, mitigation actions on an ongoing basis as part of the *All-Hazard Mitigation Plan for Essex County, New Jersey*. See Base Plan, Section IX.B.3.A for information regarding the *All-Hazard Mitigation Plan for Essex County, New Jersey*.

### 3. Preparedness

The following general preparedness actions shall be taken in anticipation of the activation of ESF #7:

- € Assess pre-emergency needs and develop plans to stage resources for rapid deployment
- € Maintain ESF #7 resource lists as provided by primary and supporting agencies, and coordinated by the ESF #7 Coordinator
- € Maintain private contractor resource support database for ESF #7
- € Maintain relationships with New Jersey Office of Emergency Management (NJOEM) and neighboring jurisdiction ESF #7 primary agencies
- € Participate in drills and exercises to evaluate emergency response capabilities of ESF #7

The following specific preparedness activities shall also be undertaken by the primary and support agencies in anticipation of ESF #7's activation:

### 4. Response

The following general response actions shall be taken for ESF #7 in the CNEOC:

- € Receive a briefing from the IC regarding the present situation and the immediate need for action
- € Establish an operation shift schedule consistent with the CNEOC as established by the CNEOC Manager for staffing ESF #7, if 24-hour operations are required due to the magnitude of the emergency. As required, ensure that an overlap of 15 minutes occurs between shifts so that staff can transfer all relevant information/processes.
- € Receive and execute mission assignments from other ESFs and the Command Staff

The following specific response activities shall also be undertaken by the primary and support agencies for ESF #7:

- € During periods of heightened risk, the Resource Management Organization (RMO) shall:
  - € Be notified of the impending situation via department notification and the City of Newark Office of Emergency Management (CNOEM) & Homeland Security procedures
  - € Determine recall duty status of personnel to standby for possible deployment on a department by department basis
  - € Activate physical recall to the emergency location, CNEOC, or other appropriate location. Department directors shall be requested to perform the following:
    - € Attend briefings
    - € Check status of municipal inventory of resources
    - € Check status of mutual aid inventory
    - € Check status of private sector inventory
    - € Prioritization of resources
    - € Anticipation of potential needs
    - € Make recommendations to RMO
    - € Actual deployment of municipal, mutual aid, and private sector resources.
- € Normally, requests for additional resources from the IC shall be routed through the City of Newark Department of Public Safety Communications Center (NPSCC) for processing
- € Department heads shall maintain an internal recall roster for their respective sections of personnel and outside resources for their respective ESFs
- € The Director of Engineering and the Director of Water and Sewer Utilities, or their respective designees, shall provide for resource management supervisory staffing on a 24- hour basis
- € This shall be accomplished by assigning RMO personnel to 12-hour shifts
- € The IC shall request additional resources via the NPCC from the appropriate department or from the Deputy City of Newark Emergency Management Coordinator (CNEMC)

The RMO shall provide for the procurement of resources from:

- € Municipal-owned equipment
  - € Municipal mutual aid
  - € Private sector agreements
  - € Volunteer organizations agreements
  - € Essex County Office of Emergency Management (ECOEM)
  - € NJOEM
  - € Federal Emergency Management Agency (FEMA)
- € The Director of Engineering shall report to the NPSCC or CNEOC, if activated, to coordinate the resources management activities in conjunction with the Deputy CNEMC
  - € The procedures for reporting appropriate resource management information to the CNEOC during an emergency is as follows:



- € Requests for resources shall be forwarded from the IC to the NPSCC or CNEOC via two-way radio and telephones
- € All city departments shall follow the NPSCC radio procedures
- € The NPSCC shall enter resource requests into the CAD (Computer Aided Dispatch) system for request control

The following is a general overview of the procedures for procurement, recall, and monitoring of equipment and personnel:

- € All department directors are required to provide a list of personnel and equipment
- € Procurement:
  - € Emergency generated requests for resources
  - € Review of municipal inventory for availability of equipment and/or personnel
  - € Utilization of municipal equipment and/or personnel
  - € Review of mutual aid, private sector, and volunteer resources
  - € Utilization of mutual aid, private sector, and volunteer resources
  - € Use of purchase voucher system
- € Recall:
  - € Individual department directors shall be responsible for developing recall duty roster for respective department personnel
  - € Individual department directors are responsible to activate recall procedures.
  - € They shall:
    - € Inspect municipal equipment
    - € Centralize municipal equipment
    - € Stage municipal equipment as required by the Deputy CNEMC
    - € Department directors are responsible for a recall roster for outside resources from mutual aid, private sector, and volunteer agencies
- € Monitoring:
  - € Department directors are responsible to monitor the recall, the activation, deployment, and the return of municipal equipment and personnel
  - € The monitoring of the recall, the activation, the deployment, and the return of mutual aid, private sector, and volunteer equipment and personnel, is the responsibility of the respective agency/and municipal department director

## 5. Recovery

For recovery operations, the organizational structure and method of coordination of this ESF shall remain the same as that used in emergency response operations. As the emergency response transitions into recovery, ESF #7 shall support mission assignments of ESF #14.

## **D. Communications**

ESF #7 communications protocols and procedures shall be consistent with general emergency response communications protocols and procedures, managed by the Logistics Section in the CNEOC, the primary and supporting agencies of ESF #2, and as outlined in the *EOP Base Plan, Section VI, Communications*. This includes but is not limited to coordination in the development of ICS 205 forms.

The following specific communication protocols and procedures shall also be undertaken by the primary and support agencies for ESF #7 in the event of an emergency:

The communications capabilities of the members of the RMO are as follows:

### Construction Official:

- £ Telephone notification
- £ Radio notification
- £ Email notification

### Business Administrator:

- £ Telephone notification
- £ Radio notification
- £ Email notification

### £ Fire Chief:

### Police Chief:

- £ Telephone/telephone pager
- £ Director of Engineering
- £ Two-way radio - mobile & portable
- £ Telephone, including cell phone

### Director of Water and Sewer Services:

- £ Telephone notification
- £ Radio notification
- £ Email notification

The following is a list of other municipal departments and/or mutual aid agencies with which the RMO can communicate:

- £ Newark Police Division
- £ Newark Fire Division
- £ Newark Department of Engineering
- £ SPEN-1
- £ Essex County Fire Alert - Mutual Aid Fire Departments
- £ Newark Department of Health & Community Wellness
- £ Newark Department of Water and Sewer Utilities
- £ NJOEM
- £ ECOEM
- £ Essex County Sheriff's Office
- £ Essex County Crime Alert - Mutual Aid Police Departments
- £ All governmental agencies - fax

#### **E. Demobilization**

In anticipation for demobilization of ESF #7 and the CNEOC, the City of Newark Office of Business Administrator shall take the following actions:

- £ Review all documentation of ESF #7 operations, expenditures, and personnel time to ensure completeness and accuracy
- £ Track all ESF #7 mission assignments and ensure their completion
- £ Prepare information, as necessary, to be used in recovery operations if the continued need for ESF #7 in recovery is anticipated
- £ Inform the appropriate personnel of the primary and support agencies, as well as private vendor support, of the impending demobilization of ESF #7
- £ Transmit all documentation to the IC or ESF #5 through the CNEOC Manager and request approval to demobilize
- £ Demobilize ESF #7, with notification to all necessary organizations and individuals

## **V. Organization and Assignment of Responsibilities**

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### **A. Organization**

The organizational chart shown in the EOP Base Plan, BPA-5, NIMS/ICS EOC ESF Structure illustrates the position of ESF #7 in the City of Newark emergency response ICS organization.

The CNEOC is organized and staffed to respond to any type or size of emergency. The CNEOC organization is made up of two distinct groups, the Executive and Operations groups. The responsibilities of each group are well defined and coordination between the groups is provided by the Deputy CNEMC.

#### **Executive Group:**

The Executive Group consists of the Mayor, key staff members from the Mayor's Office, City Councilmen and the directors of all city departments and agencies who have responsibilities in emergency response. The Executive Group has the responsibility for making policy decision for emergency response, declaring a "State of Emergency," and for ordering evacuations.

#### **Operations Group (Emergency Management Council):**

The Operations Group is made up of high level staff members from each city department or agency having responsibilities in emergency response. These are the individuals whose day-to-day activities include the supervision of the field operations of agency/department personnel. The Operations Group is coordinated by the Deputy CNEMC and responds according to established procedures which are developed to encompass all emergency situations from small easily contained emergencies to full scale emergencies requiring large areas to be evacuated.

The development of plans, appropriate annexes, and detailed procedures which ensure a consistent, coordinated and workable emergency response capability is the responsibility of the Operations Group, coordinated by the Deputy CNEMC.

#### **Deputy CNEMC, CNOEM:**

The Deputy CNEMC has the responsibility for the overall coordination of the development of plans, annexes, and procedures for emergency response and for coordinating the implementation in an emergency.

The RMO is comprised of city department directors under the direction of the City of Newark Business Administrator. The RMO can be expanded to include resources from the private sector as well as public sector through written and verbal MAAs.

The RMO could be expanded to include the county, state, and federal agencies. The RMO has the capabilities to provide resources for routine municipal services and the ability to allocate their resources to deal with identified hazards.

There are seven members of the municipal staff that are assigned to the municipal RMO. They are:

- £ Business Administrator
- £ Director of Public Safety
- £ Director of Engineering
- £ Director of Water and Sewer Utilities
- £ Construction Official
- £ Fire Chief
- £ Police Chief

## **B. Assignment of Responsibilities**

This section designates the primary and support agencies for implementation of ESF #7.

### **1. ESF #7 Coordinator**

The Assistant Business Administrator, Department of Administration, Office of the Business Administrator is designated as the ESF #7 Coordinator. The ESF #7 Coordinator responsibilities are as follows:

- £ Overall coordination of the development of plans, annexes, and procedures for emergency response consistent with ESF #7 and for coordinating implementation in an emergency
- £ Maintain all ESF attachments, to include checklists and contact lists
- £ Working with ESF #5 Coordinator, ensure timely updates and maintenance of ESF #7 related resources in the RDDB

### **2. Primary Agency**

The City of Newark Office of Business Administrator is the primary agency for this ESF. Of available City of Newark agencies, the City of Newark Office of Business Administrator has the trained technical personnel, resources, facilities, and systems most appropriate for implementing this ESF. The City of Newark Office of Business Administrator is specifically designated as the primary agency because of its normal day-to-day responsibilities, facilities, and equipment that support or facilitate the execution of ensuring that all local resources, public and private, are rapidly and effectively utilized to support response and recovery efforts. The City of Newark Office of Business Administrator responsibilities are as follows:

- } Support development of plans, annexes, and procedures for emergency response consistent with ESF #7 and implementation of ESF #7 in an emergency
- } Support process for updating and maintaining ESF #7 related resources in the RDDB

### **3. Support Agencies**

- a. CNOEM is designated as a support agency for this ESF because of its interaction and coordinating responsibilities with all the City of Newark ESFs. Additionally, the CNOEM
- b. City of Newark Department of Health & Community Wellness
- c. City of Newark Department of Engineering

- d. City of Newark Fire Division
- e. City of Newark Police Division
- f. City of Newark Board of Education

All Support Agencies are responsible to provide ESF #7 RDDDB information. In addition, responsibilities of the Support Agencies shall be designated by the ESF #7 Coordinator depending on the nature and conditions related to specific emergencies.

### **C. Emergency Support Function Continuity**

There is a need for a line of succession for the ESF #7 Coordinator in order to ensure continuous leadership, authority, and responsibility. The CNOEM Coordinator and the personnel working within this function shall be kept informed of the line of succession.

The City of Newark Department of Administration, Office of the Business Administrator operates from the following primary location:

920 Broad Street, Room 205  
Newark, New Jersey 07102

When activated, ESF #7 operates from the City of Newark EOC, located at 480 Clinton Avenue, Newark NJ. Alternate locations are as designated in the City of Newark Base Plan Section IV: Direction, Control, and Coordination.

## **VI. Information Collection and Dissemination**

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Information collection and dissemination protocols and procedures shall be consistent with general emergency response information collection and dissemination protocols and procedures, managed by the Planning Section within the CNEOC, primary and supporting agencies of ESF #7, and outlined in the EOP Base Plan, Section V, Information Collection and Dissemination.

Essential records and logs shall be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to ESF #7 shall be forwarded to the CNOEM Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

## **VII. Administration, Finance, Logistics**

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Primary and supporting agencies are responsible for ensuring they have access to the resources necessary to fulfill their responsibilities as described in this ESF. Primary and supporting agencies are expected to provide their own logistical support during response operations and provide reporting to the Logistics and Finance/Administration Sections through the ESF #7 Coordinator. Additional support shall be obtained through requests to the CNEOC Manager by the ESF #7 Coordinator.

In the event that ESF #7 resources are overwhelmed, the ESF #7 Coordinator shall contact the CNEOC Manager who shall request assistance through ESF #5. ESF #5 shall coordinate assistance from Essex County, NJOEM, or other agencies via MOU and MOA and notify the IC. Where appropriate, the requests shall be made using Pre-Scripted Mission Requests (PSMRs) located in ESF #5 Appendix 5.10.

The City of Newark utilizes a municipal purchase/voucher system. During emergencies, this system shall be utilized when it is necessary to procure resources from the private sector or other agencies. When necessary, the Business Administrator has authorized all City of Newark department heads to make emergency purchases outside the normal purchase/voucher procedure with verbal approval.

In the absence of the Business Administrator, the following is a list of municipal personnel who can authorize such purchases:

- £ Mayor
- £ Director, Department of Public Safety
- £ Director, Department of Engineering
- £ Director, Department of Water and Sewer Utilities
- £ Deputy CNEMC
- £ IC

The city department directors and Deputy CNEMC are responsible for providing the identification of potential resource needs relative to known hazards. The Deputy CNEMC shall develop a resource manual to effect the coordination of these needs. The municipal department directors and Deputy CNEMC are responsible for collecting and maintaining resource inventories of personnel, equipment, and supplies from governmental, private, and volunteer sectors and for identifying sources, location, and availability. The department directors shall provide these lists to the Deputy CNEMC for consolidation.

The Business Administrator for the City of Newark is responsible for the record keeping of expenditures for resources and personnel to support emergency response and/or recovery operations in accordance with their respective Departmental SOPs. Department directors shall forward these reports and records to the Business Administrator.

All agencies are expected to finance operations and expenditures from their existing budgets. All response agencies shall accurately track and document all expenditures associated with response operations, and provide this information to the ESF #7 Coordinator who shall transmit this information to the CNEOC Manager. The CNEOC Manager shall then transmit all documentation to the Time Unit in the Finance/Administration Section for the emergency. Financial assistance could be available through Federal Public Assistance and other programs.



## **VIII. Authorities and References**

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### **A. Laws, Ordinances, Regulations, Resolutions, and Directives**

1. Federal
  - a. As cited in the Base Plan
  - b. Federal Civil Defense Act of 1950, as amended Public Law 920, 81st Congress)
  - c. Federal Civil Defense Guide (and successor publication)
  - d. Public Law 93-288, 91st U.S. Congress, as amended
2. State
  - a. As cited in the Base Plan
  - b. New Jersey Civil Defense Act of 1942 (Title 58, App. A: et al)
  - c. State of New Jersey Disaster Operations Field Manual (revised 1985)
  - d. Applicable directives issued in conformance with Chapter 251 (PL 1942); or as amended
3. County
  - a. As cited in the Base Plan
4. Municipal
  - a. As cited in the Base Plan

### **B References, Guidance Material, and Other Documents**

1. Federal
  - a. As cited in the Base Plan
2. State
  - a. As cited in the Base Plan
  - b. Natural Disaster Operations Plan prepared and issued by the Division of State Police, Office of Emergency Management
3. County
  - a. As cited in the Base Plan
4. Municipal
  - a. As cited in the Base Plan

## **IX. Attachments**

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### **A. Appendices**

Appendix 7.1: Resource Directory Database (RDDB)  
Appendix 7.2: Mutual Aid Agreements  
Appendix 7.2.1: Municipalities Mutual Aid Agreements  
Appendix 7.2.2: Private Sector Mutual Aid Agreements  
Appendix 7.3: Recall / Duty Roster  
Appendix 7.4: Pre-Designated Locations, Meeting Points, and Points of Distribution  
Appendix 7.5: Drivers List For Truck-Heavy Equipment  
Appendix 7.6: Private Sector Reimbursement Procedures  
Appendix 7.7: Resource Management SOP  
Appendix 7.8: Resource Distribution Center List  
Appendix 7.9: Purchasing Manual  
Appendix 7.10: Resource Inventory Directory

## **Appendix 7.1: Resource Directory Database (RDDB)**

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Current City of Newark entries for the RDDB are available at:

City of Newark, Department of Public Safety  
Office of Emergency Management and Homeland Security Division  
480 Clinton Avenue 3<sup>rd</sup> Fl.  
Newark, New Jersey 07108

## **Appendix 7.2: Mutual Aid Agreements**

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### **Appendix 7.2.1: Municipalities Mutual Aid Agreements**

Mutual aid agreements (verbal) are maintained with following municipalities:

}	Elizabeth	(Union County)
}	Hillside	(Union County)
}	Irvington	(Essex County)
}	South Orange	(Essex County)
}	Orange	(Essex County)
}	East Orange	(Essex County)
}	Bloomfield	(Essex County)
}	Belleville	(Essex County)
}	Kearny	(Hudson County)
}	Harrison	(Hudson County)

The Emergency Support Function #7 Coordinator maintains information for all private sector mutual aid agreements. Current City of Newark Mutual Aid Agreements are available at:

City of Newark, Department of Administration, Office of Business  
Administrator  
920 Broad St, 205  
Newark, New Jersey 07102

### **Appendix 7.2.2: Private Sector Mutual Aid Agreements**

The Emergency Support Function #7 Coordinator maintains information for all private sector mutual aid agreements. Current City of Newark Private Sector Mutual Aid Agreements are available at:

City of Newark, Department of Administration, Office of Business  
Administrator  
920 Broad St, 205  
Newark, New Jersey 07102

### **Appendix 7.3: Recall / Duty Roster**

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The Emergency Support Function #7 Coordinator maintains contact information for all Support Agencies. The current ESF #7 Recall/Duty Roster is available at:

City of Newark, Department of Administration, Office of Business  
Administrator  
920 Broad St, 205  
Newark, New Jersey 07102

#### **Appendix 7.4: Pre-Designated Locations, Meeting Points, and Points of Distribution**

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The Emergency Support Function #7 Coordinator maintains information for all pre-designated locations, meeting points, and points of distribution. The current ESF #7 information regarding Pre-Designated Locations, Meeting Points, and Points of Distribution is available at:

City of Newark, Department of Administration, Office of Business  
Administrator  
920 Broad St, 205  
Newark, New Jersey 07102

## **Appendix 7.5: Drivers List For Truck-Heavy Equipment**

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A listing of the municipal truck drivers is available at:

City of Newark Department of Engineering,  
920 Broad Street, Room 412  
Newark, New Jersey 07102  
Phone: (973) 733-8520

Department of Water and Sewer Utilities  
920 Broad Street, Room B31 F  
Newark, New Jersey 07102  
(973) 733-6578

City of Newark, Division of Sanitation  
62 Frelinghuysen Ave.  
Newark, New Jersey 07114  
(973) 733-3860

## **Appendix 7.6: Private Sector Reimbursement Procedures**

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Private sector reimbursement procedures are incorporated in the City of Newark's Purchasing Manual available at:

City of Newark Office of Procurement  
828 Broad Street, Room 205  
Newark, New Jersey 07102

City of Newark Department of Engineering,  
920 Broad Street, Room 412  
Newark, New Jersey 07102  
Phone: (973) 733-8520

Department of Water and Sewer Utilities  
920 Broad Street, Room B31 F  
Newark, New Jersey 07102  
(973) 733-6578



## **Appendix 7.7: Resource Management SOP**

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The City of Newark Emergency Operations Center (CNEOC), of which the Director of Engineering and the Director of Water and Sewer Utilities are part of, will collectively make decisions and provide procedural guidelines during any emergency.

The Director of Engineering and the Director of Water and Sewer Utilities shall provide said guidelines to the manager(s) of the division(s) effected.

The manager(s) will then implement procedures.

The field workers will provide information back to the division manager(s) who will then update the Director of Engineering and the Director of Water and Sewer Utilities. The directors will provide the CNEOC with status reports.

## **Appendix 7.8: Resource Distribution Center List**

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Resource distribution centers are in the Department of Engineering and the Department of Water and Sewer Utilities respective storage yards:

- £ 233 Wilson Avenue - Division of Motors
- £ Miller Street garage
- £ 239 Central Avenue, Department of Water & Sewer Utilities
- £ 156 Wilson Avenue
- £ 255 Central Avenue - Division of Traffic & Signals

## **Appendix 7.9: Purchasing Manual**

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The City of Newark's purchasing manual, including regulations and guidelines, is available at:

City of Newark Department of Administration  
Office of Purchasing  
828 Broad Street Room 205  
Newark, New Jersey 07102

City of Newark Department of Engineering  
920 Broad Street, Room 412  
Newark, New Jersey 07102  
Phone: (973) 733-8520]

## **Appendix 7.10: Resource Inventory Directory**

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Resource Inventory Directory is maintained [on file at available at]:

City of Newark Department of Administration, Office of Business Administrator  
920 Broad Street, Room 205  
Newark, New Jersey 07102

The following jurisdiction-owned categories of resources are routinely stockpiled:

- £ Construction materials
- £ Construction equipment
- £ Emergency generators
- £ Emergency pumps
- £ Communication equipment
- £ Fire equipment
- £ Road maintenance supplies
- £ Motor fuel
- £ Water storage

The following are available from private sectors during an emergency:

- £ Building materials
- £ Communication equipment and repair service
- £ Construction equipment
- £ Food supplies
- £ Fuel (motor & natural & liquid natural gas)
- £ Medical equipment
- £ Telephone equipment
- £ Towing
- £ Transportation
- £ Tree removal services
- £ Debris removal services

Unique resources for identified hazards within the City of Newark are:

- £ Boats for flooding
- £ Amphibious vehicles for flooding
- £ High clearance vehicles for flooding
- £ Absorbent materials for hazardous materials (HAZMAT) emergencies
- £ Chlorine kits for HAZMAT emergencies
- £ Radiological equipment/personnel
- £ Helicopters/airplanes
- £ New Jersey National Guard - flooding
- £ SCUBA teams
- £ Water-portable/potable
- £ Sand bags for flooding
- £ Pumps for flooding